



# Microsoft Excel Formulas

Two-Day Course

Windows and Macintosh

## Course Overview:

This course is designed for the Excel “power user”. The focus is on taking Excel formulas, and range names to the next level. Proper spreadsheet and workbook design is also covered.

You’ll also learn some useful keyboard shortcuts and some “hidden” tricks.

## Course Content:

- The Excel Object model explained
- Formula limits
- Operator precedence
- Absolute and relative references
- A1 versus R1C1
- Linking formulas
- Converting formulas to values
- Hiding formulas
- Formula errors explained
- Range names
  - Name scope, i.e. workbook versus worksheet scope
  - Defining and creating range names
  - Managing names
  - Naming entire rows and columns
  - Multisheet names
  - Listing names
  - Names in formulas
  - Referencing a single cell in a multicell named range
  - Naming constants
  - Potential problems with names
- Worksheet functions
  - Function argument types
  - Function categories
- Text functions
- Dates and Times in formulas
  - Formatting dates and times
  - Problems with dates
  - Generating a date series
- Counting and summing functions
- Lookup Functions
  - VLookup
  - HLookup
- The Subtotal Function
- Database functions e.g. DSum,
- Advanced data filter
- Data tables – one way and two way
- Intro to Array formulas
- Time permitting: create custom functions using VBA